

Site Construction

Site construction involves the physical construction of approved site improvements including water, sewer, and stormwater utilities; public and private streets and driveways; parking; landscaping and fire safety features.

Site Construction Permit Process:

Pay Fees, post bond(s) and deposit(s)

- Plan Review Fees - Paid at Plan Review
- Inspection Fees - Paid at Intake
- Record Drawing Cash Deposit - Paid at Intake
- Performance Bond(s) - Posted at Intake
- Landscape/Tree Replacement Bonds - Posted at intake

Civil Drawing Approval (approved Mylars)

Preconstruction Conference (PreCon)

Submit paper copies of the approved Mylars to the Development Services Center (DSC) a minimum of 24 hours before requesting the PreCon meeting. To schedule the PreCon meeting call 425-556-2730. A response with the scheduled meeting date, time and location is sent via email. The date of the meeting is within 5 business days from receipt of the request. The applicant and contractor(s) attend the PreCon meeting with appropriate City staff. You may also wish to have your engineer(s) and underground contractor attend this meeting.

The following permits or approvals must be submitted prior to or during the PreCon meeting:

- Emergency Contact List
- Proposed Construction Schedule
- Wet Weather Plan (if applicable)

Wet Weather Plan (WWP)

A City approved "Wet Weather Plan" for erosion and sediment control, is required for any work expected to occur during the rainy season, from October 1st- April 30th. An erosion control bond may be required by the wet weather committee if there will be work near critical areas such as wetlands, streams, steep slopes or their buffers. Please contact 425-556-2760 for additional information

Right-of-Way (ROW)

A Site Construction Permit is required in order to work within the City's ROW. A detailed construction cost estimate will need to be submitted for all work within the City's ROW to determine the amount of the performance bond for such work. The construction cost estimate template and bond forms are available on the City's website. [Permit Forms A-Z](#)

The following items will need to be submitted for work in the ROW:

- Traffic Control Plan (TCP)
- Performance bond for work within the right-of-way and off-site easements based on the construction cost estimate approved by the City of Redmond

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Contractor to schedule the Civil Site Visit inspection prior to starting any work. Following the Civil Site Inspection, the contractor can begin surveying and setting clearing limits. During construction, the contractor is required to maintain one official full-size set of plans on site for Record Drawings (aka Golden Set). The contractor and the Construction Inspector update the plans with information including the final locations of all new materials incorporated into the work, elevations of pipelines/utilities and all existing improvements encountered during construction. Including any modifications to the approved Civil Plans.

Utility & Life Safety Inspection - (Underground Only)

An inspection of Utilities and Life-Safety issues (underground only) is required prior to issuance of water and side sewer permits and may allow for setting a lower performance bond. The inspection includes testing the water, sewer and stormwater systems; as well as purity testing the water system.

Initiate Final Plat/Short Plat Recording Review - (Final Plat/Short Plats only)

The Final Plat, Short Plat or Binding Site Plan (BSP) may be recorded at any time as long as you post a performance bond for any work that has not been installed, tested, inspected and determined to be acceptable. The Final Plat, Short Plat or BSP must be recorded to create new lots prior to the issuance of water and sewer permits for those lots. Please submit a draft of the proposed recording documents at least 45 days before you intend to record a Short Plat or BSP and at least 90 days before you intend to record a Final Plat. The actual review time and number of reviews is dependent on the quality of the submittal(s) and responsiveness to City comments. See details [Final Plat section](#).

Request Water Meter and Side Sewer Permits

After completing the Utility & Life Safety (underground only) Inspections, submit the following items prior to issuance of water and side sewer permits. Allow two weeks between submittal of these items and issuance of permits. [Administrative Documentation](#)

- Post a Performance Bond for remaining work (if required)
- [Developer Extension Asset Summary](#) for the public water, sewer, stormwater and street improvements
- [Bill of Sale](#) to convey ownership of the public water, sewer, stormwater and street improvements to the City of Redmond
- [Abandoned Plant](#) for all public water, sewer, stormwater and street improvements that are removed or abandoned in place in conjunction with the project.
- [Temporary Maintenance Agreement](#)
- Developer Reimbursement Agreements (late comers), stub fees, water/sewer mitigation fees paid (if applicable).

Record Drawing Review

When the City determines that the project is substantially complete, you will be notified via letter to initiate the record drawing process. The applicant has 4 1/2 months to complete this process and provide as-builts to the DSC. If you do not provide record drawings (as-builts) by the end of the 4 ½ month period the record drawing cash deposit may be forfeited and transferred to a City of Redmond revenue account. The development services record drawing requirements can be accessed on the City's website, [Record Drawing Review Process](#).

Final Inspection

Schedule a final inspection. Following the inspection, the City will mail out a letter including a punchlist of construction items that remain to be completed, along with any missing documentation. The contractor has 45 days to complete all items on the punchlist.

Punchlist Check Inspection

Upon completion of the punchlist items the contractor must schedule a punchlist check inspection. If items remain incomplete, the contractor has 45 days to complete the work. Once all construction work is determined complete, an administrative project closeout is initiated.

Post Warranty Bond

At this time, the City will release any performance bonds in place once the applicant has posted a warranty bond. The bond amount is at least 10% percent of the construction cost of the public improvements, but not less than \$10,000.00.

Warranty Inspection

The City schedules a warranty inspection within 30 days of the end of the warranty period. Following the Civil Final Inspection, the City will mail out a letter with a punchlist of defects that need correcting, along with a list of any documents that are needed. The contractor has 45 days to complete all items on the punchlist. Upon completion of the punchlist items, the contractor requests an 2nd Civil Final inspection. Once the lead inspector determines there are no additional work items, the City will send an Acceptance of Warranty letter and release the warranty bond.

How do I schedule my inspections?

To request an inspection. [See the E-Track Portal page](#) to schedule an inspection online or use the phone at 425-556-2435 and the IVR Pin number on the permit to request an inspection.

Research:

See the [Redmond Municipal Code](#) and the [Redmond Zoning Code](#) to determine the standards that will apply to your project.

Research your site to help you plan your project. Use our [Property Viewer Interactive Map](#) to find zoning and critical areas information.